



At
PRESBYTERIAN COLLEGE

FF Templates


FF templates are available at <http://www.evisions.com/support/templates>.

- Templates have been created by Evisions to jump-start the formatting of some Banner reports. You can import the templates and replace logos, etc to quickly modify a report.




To import a template:

- Download the template to your hard drive
- Click on the group that the template should be installed to or create a new group (see “Organization” below for more information about groups)
- Go to “Tool” then “Import from file”
- Browse to the location you have saved the template and select the template


Instructions for a Banner process with no FF template

- Run the process in job submission that you would like to format with FF.
- FTP the .lis file from UNIX to your hard drive
- Open FF
- Select the Database you will be working with from the drop-down menu
- Click Log-On 
- Enter your Banner Userid and Password


Organization - You can organize your FF reports into Groups, Processes, and SPP's

- Groups can be office titles (ex. HR, AR, Finance) or any other description of a grouping of job submission processes.
 - o Create a new group by clicking on the Group button. 
- Processes should be named for the Banner process you are running (ex. szrhold)
 - o Create a new process by highlighting the group that you would like your process associated with, and clicking on the Process button. 
- SPP's are the Special Print Parameters to specify which version of the formatted output you would like to use. FF will allow you to create many different formats of the same banner output. This is the name you will put in the SPP field in GJAPCTL (@ PC each SPP must be set-up by Penny in the lp file for each printer)
 - o Create a new SPP by highlighting the process you would like to format, and clicking on the SPP button. 


After you have created your Group, Process, and SPP:

- Right click your SPP
- Select “New” then “MapForm” – A new MapForm will appear
- Double click the MapForm icon
- Click on the LIS icon on the toolbar. 
- Browse to the .lis file you FTP’ed and click “Open”

Specifying fields on your new MapForm

- MapForm allows you to define where data appears on the .lis file (fields) so that the data can be placed and re-arranged in your final output
- Create new fields by clicking the “Change draw mode” button 
- Click and drag the cross-hairs across a piece of data such as the report date or a column of data that will be in the same location each time the report is run
 - o This will highlight the data and allow you to name the field
 - Field names must contain no spaces
- Continue to define each field on the MapForm .lis that you will need in your final output

20			
21	Date		Desc
22	-----		
23	14-APR-03	PC	C
24	14-APR-03	SC	I
25	02-MAR-03	Refu	
26	03-FEB-03	Dame	
27	25-JAN-03	Foll	

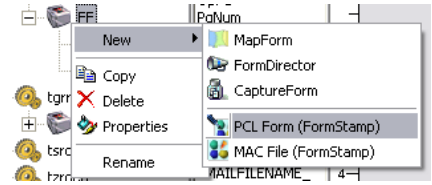
- o You may also use offset fields  to define in FF where data will appear that does not always appear in the same location. An offset field will allow you to search for a particular set of words and return an area in relation to where FF found those words.

3	Technology Fee	132.00
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- Click the Commit Changes button  to commit your changes to the database

Create your output:

- Right click your SPP
- Select “New” and “PCL Form (FormStamp)”
- Double click your new PCL Form



Formatting your output:

From left to right...

- You can add lines, boxes, grids, text boxes, pre-defined data fields, and images.
 - o Adding pre-defined data fields to your output allows you to place the data you selected in MapForm on the page

